

Central Intelligence Agency



Washington, D.C. 20505

14 OCT 1986

OTE 86-6398

Ms. Carmen E. Turner, General Manager
Washington Metropolitan Transit Authority
600 Fifth Street, N. W.
Washington, D. C. 20001

Dear Ms. Turner,

Several times each year, the Central Intelligence Agency conducts a week-long Executive Seminar for about 20 newly appointed senior executives. One of the highlights of the course is an evening discussion among executives from other government agencies and from private industry.

I would like to invite you to participate in this discussion on Wednesday, November 5, 1986 or January 14, 1987. You would be one of two speakers who will be asked to address the following aspects of executive development:

1. What experiences were most significant in preparing you for your present position?
2. How do you view executives as leaders?
3. How does your organization identify and develop executive talent?
4. Do you see the executive role changing over the next decade? If so, would there be a corresponding change in the types of people that would be required?
5. Can you recount any particular kinds of duties or events that have caused your executives identified as "high potential" to plateau or fail?
6. What advice would you give your recently appointed executives?

The session usually lasts two hours with each speaker expressing his/her thoughts on the above. The rest of the time is devoted to a question and answer period.

The Seminar is held at Donaldson Brown Conference Center located in Port Deposit, Maryland. I have enclosed a map for your use. The session begins at 7:00 p.m., and I invite you to join us for a social hour and dinner at 5:00 p.m. Facilities are available if you wish to spend the night. The Agency will, of course, reimburse you for travel expenses associated with participation in the Executive Seminar up to a maximum of \$75 per day and an honorarium of \$250, the maximum that we are allowed to pay.

STAT If you agree to participate, please send a short biographic sketch to
STAT the course director [] Central Intelligence Agency, Washington, D. C.
20505. Should you have any questions, please feel free to call her at
[]

Sincerely,

STAT []
Director
of
Training and Education

Enclosure

STAT OTE/LDD/EDS/[] (2 Oct 1986/OTE/[] STAT

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